

## Ford County Job Description

Job Title: Deputy EMA Coordinator

Department: EMA (Emergency Management Agency)

Reports to: EMA Coordinator

Prepared Date: December 2023

Salary: \$4,120.00

**SUMMARY** Assists the EMA Coordinator in maintaining the Emergency Operation Plan for Ford County.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists the EMA Coordinator in maintaining the Emergency Operation Plan for the County. Coordinates disaster planning efforts with local EMA organizations, public safety departments, area hospitals, news media and the University of Illinois as well as the State of Illinois Management Agency.
- Meets with appropriate agencies to update an on-site coordination plan which eliminates duplication efforts and confusion during emergency situations. Reviews contingency plans in the event of possible manmade or natural disasters, shares information with area emergency coordinators and prepares proposals for new equipment and procedures.
- In the Coordinator's absence, is responsible for the activation of emergency plans in accordance with established policy and is on a 24-hour call. Monitors news and severe weather situations. In emergencies, contacts all required, designated and volunteer staff in order to secure
- communications personnel, storm spotters and other necessary resources, equipment, and personnel.
- Responsible for requesting state assistance and enrolling and discharging volunteers during emergency situations.
- Coordinates the County's responsibilities for development of Public Safety Plans and the rewrite/update of current emergency and disaster plans SARA Title III and Hazardous Materials Plan.
- Meets with staff from schools, nursing homes and businesses and provides assistance to developing emergency plans for each facility. Works to secure joint purchases of equipment and shared training costs in order to reduce EMA unit expense.
- Works to ensure that the general public receives reasonable notification of emergency situations. Meets with the media to encourage cooperation.
- Responsible for maintaining an Emergency Operation Plan that meets State and Federal mandates for accreditation in order to be allowed to participate in State and Federal grant programs.
- Responsible for exercising the County plans with Public Safety Departments and private agencies.

### **SUPERVISORY RESPONSIBILITIES**

- May directly supervise up to 10 volunteer personnel during various emergencies and other activities. Also strongly influences individuals and organizations involved with emergencies throughout the County. Carries out supervisory responsibilities in accordance with the County's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- During emergencies, one or more of the following may also report to the Deputy Coordinator: Chief of Communications, and Chief of Disaster Response.

**EDUCATION and/or EXPERIENCE:**

- One to three years' experience in emergency management. Knowledge of State and Federal system operations. Knowledge of grant process.

**LANGUAGE SKILLS:**

- Ability to read and interpret documents such as Federal and State regulations, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of employees, public safety employees or the general public.

**MATHEMATICAL SKILLS:**

- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw graphs or simple maps.

**REASONING ABILITY:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in written or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Must possess ICS 100, 200, 700, and 800 Certification or obtain in 6 months.
- Must possess ICS 300 & 400 or Command and general staff obtain or in 1 year.
- Must possess Illinois Professional Development Series or obtain in one year.
- Must possess Illinois Professional Emergency Management Certificate or obtain in 3 years.
- Certificates, licenses, and registrations will be maintained in accordance with statute requirements. The Ford County Board Chair and/or designee can require other certifications, licenses, or registrations be obtained and maintained.

**PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Normal physical activity, although during times of emergencies, individual may encounter difficult situations such as severe weather, flooding, or possible manmade catastrophe. While performing the duties of

this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel; and reach with hands and arms. The employee will have to work 10 documented hours per week (preferably in office can be remote if approved). The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. Normal office conditions unless involved with directing on-site disaster recovery. The noise level in the work environment is usually quiet.